

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

METAL SHIELDS AND BADGES

Purpose:

To identify active sworn officers or retired sworn officers of the Probation Department.

Definitions:

Badge Clip: A leather and metal badge-shaped clip enabling a breast badge to be worn on an officer's belt using the attached clasp. Generally issued to active sworn officers.

Badge Wallet: A black bi-fold wallet containing an inset to mount the flat badge and sleeve to hold the officer's identification card. Generally issued to active sworn Supervision/Administration/Management staff (Supervisor and higher in rank) and retired sworn officers.

Embroidered Badge: Gold colored thread embroidered in the shape of a badge onto a duty shirt, tactical vest, jacket or other clothing item issued by the department as described in the Duty Dress procedure.

Metal Shield: A gold colored metal badge. When with a curved pin clasp, it is considered a breast badge. When flat without a pin clasp, it is considered a flat badge to be encased in a black bi-fold wallet. Both include the phrase "San Bernardino County Probation", as well as title and badge number as identifying factors.

Pocket Badge: A clear plastic panel with a badge inset and either a plastic back or a magnetic back to be worn in a suit or jacket pocket. Generally issued to active sworn Administration/Management (Division Director I rank and higher).

Retirement Badge: A gold colored metal flat badge encased in a black bi-fold wallet with a sleeve to accommodate an identification card. The badge includes the phrase "San Bernardino County Probation" and "Retired" as identifying factors. The identification card to be maintained within the wallet is the same as the identification card issued to active department officers, except the card will identify the officer as retired.

Safety Officer: A Probation Officer or other designated officer, or contracted party, assigned duties related to ensuring the department complies with Cal OSHA rules and regulations. Duties commonly include issuing and tracking staff equipment, to include metal shields (breast, flat and pocket badges).

Responsibilities:

I. **Active Sworn Officers:**

- A. Shall wear the metal shield on their belt using the issued badge clip while on duty unless wearing a duty shirt, jacket or other item of clothing with an embroidered (cloth) badge.
- B. Shall notify the Safety Officer of their change in rank and arrange for the exchange of their badge.
- C. Shall notify the local law enforcement agency having jurisdiction immediately upon discovering the loss or theft of their badge.
- D. An officer/deputy report shall be made and a copy of the report shall be submitted to the Safety Officer as soon as the report is complete.
- E. Shall submit an incident report to their supervisor and the Safety Officer providing details of the circumstances and location, upon discovering the loss of the badge.
- F. Shall be held financially responsible for the cost of badge replacement when the department determines the loss of the badge was caused by the officer's dishonest or willful act, or by the

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officer's gross negligence. This applies to the loss of the badge clip, wallet, or associated items as well.

- G. Shall upon separation of employment and prior to completion of their last working day return all metal shields (breast and flat badges), badge clips, wallets and associated items directly to the Safety Officer. This shall also apply when an officer is transferred to another department within the county, or to a position within the department in which badges are not issued. Under no circumstance shall inter-departmental or intra-departmental mail be used to return a badge or associated item to the Safety Officer. The officer is responsible for ensuring the badge and associated items are returned to the Safety Officer. When the badge is returned, the officer shall sign the Badge Issue Form (Attachment A) stating the badge has been returned. A copy of the form shall be maintained in the officer's file.

II. Supervisors (Supervising Probation Officer and Probation Correction Supervisor I/II):

- A. As part of the officer's Work Performance Evaluation (WPE), the supervisor shall view the officer's badge to confirm the badge and identification card are in the officer's possession and the badge is the assigned badge number.
- B. When a badge has been reported lost or stolen to a supervisor, the supervisor shall update the WPE database with the officer's new badge number when the badge is replaced.

III. Department Safety Officer:

- A. The Safety Officer assigned to the Administrative Services Bureau is the designated custodian of all metal shields, badge clips, badge wallets and related items.
- B. Upon receiving notice of an officer's retirement, the Safety Officer shall contact Administration to determine whether the officer is to receive a retirement badge. If the officer is to receive a retirement badge, the Safety Officer will present the badge to the officer, or provide the badge to a designee to present to the officer.
- C. Shall notify Fiscal Services of the presentation of a retirement badge for billing purposes.
- D. Shall notify the appropriate union of the presentation of a retirement badge. The union of the officer shall pay for the cost of their retirement badge and any associated items, such as a badge wallet
- E. Shall exchange badges when an officer is promoted or demoted to accurately reflect their new rank.
- F. Shall only exchange one badge for another badge of the same rank when exhibiting signs of severe wear and tear or damage, as determined by the Safety Officer.

IV. Fiscal Services:

- A. Accounts Payable shall forward the bill for the cost of the retirement badge and associated items to the union of the sworn officer for payment. Fiscal Services shall track the account and receipt of payment.

V. Retired Sworn Officers:

- A. Officers who retire from active service (also called a service retirement) through the County Retirement System are eligible to receive a retirement badge. The officer must be fifty (50) years of age or older and have ten (10) years or more of eligible service credit in the Probation Department in order to receive a retirement badge. However, discretion rests with Administration regarding whether those eligible to receive a retirement badge are issued a retirement badge.
- B. Shall not misuse or abuse possession of their retirement badge.
- C. Shall notify the local law enforcement agency having jurisdiction immediately upon discovering the loss or theft of their badge.

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1. A police report shall be taken in the jurisdiction where the badge was lost or stolen and a copy of the report shall be submitted to the San Bernardino County Probation Safety Officer as soon as the police report is complete.
- D. Shall be held financially responsible for the cost of badge replacement when the department determines the loss of the badge was caused by the officer's dishonest or willful act, or by the retired officer's gross negligence. This applies to the loss of the badge clip, wallet, or associated items as well.
- E. Should the department determine misuse or abuse of the retirement badge has occurred, the privilege of a retirement badge may be revoked and ordered returned to the department.

Guidelines:

- A. All sworn peace officers actively employed by the Probation Department shall be issued a breast flat, and/or pocket metal shield badge(s). These badges are a symbol of the department's authority as sworn peace officers, as defined by California Penal Code 830.5, and shall be used for identification purposes only, during the course of employment and to conduct official business.
- B. Any officer who uses the badge for personal purposes or in an attempt to gain favor, influence, preference or consideration not available to the general public shall be subject to discipline.
- C. No officer shall manufacture, reproduce, purchase, sell, loan, give, receive, keep or transfer a metal badge, insignia, or emblem of the Probation Department without the authority of the Chief Probation Officer or their designee.
- D. No officer shall alter or deface the badge, badge case, or badge clip in any manner.
- E. Metal badges with a pin clasp (breast badges) on back shall only be affixed to the department issued belt clip. The badge shall not be placed in any other type of holder or device, such as a wallet, without prior approval by Administration.
- F. The badge wallet shall contain only the flat badge and official identification such as the department issued identification card or business cards. No personal papers or identification, such as a driver's license or personal photographs, shall be carried in the badge wallet.
- G. Badges shall not be worn while off duty.

Inspections:

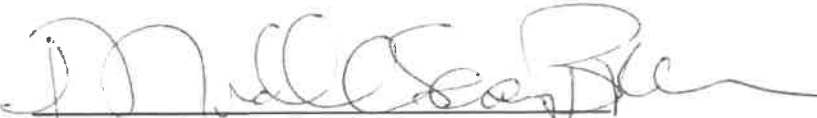
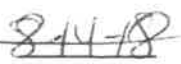
Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Penal Code Section and 830.5
California Labor Code Section 224
Kerr's Catering Service v. Department of Industrial Relations (1962)

References:

Duty Dress Standards, Uniform Requirements, Grooming.

Issued by:  Date: 

Michelle Scray Brown, Chief Probation Officer

Date

Original Issue Date: December 20, 2011
Revised Date: August 14, 2018

Attachments:

A – Badge Issue Form



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

BADGE ISSUE/EXCHANGE/RETURN

On _____, I _____ was issued badge number _____. I understand that this badge is the property of the San Bernardino County Probation Department and must be surrendered upon my termination or upon the request of the Probation Department. I also understand that should this badge be lost or stolen, I will report this loss immediately to my supervisor.

Furthermore, I understand that I am responsible for all replacement costs. _____ (Initials here)

NAME (PLEASE PRINT)

EMPLOYEE ID

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

On _____, I exchanged badge number _____ for badge number _____.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

On _____, I returned badge number _____

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE